

**WASHINGTON COUNTY
CLASS DESCRIPTION & SPECIFICATIONS**

Class Title:	Civilian Support Staff	Index Code:	534
Division:	Corrections Division	Effective Date:	02/03
Department:	Sheriff	Last Revised:	07-21-06
Career Service:	Yes	FLSA Status:	Non Exempt

GENERAL PURPOSE

(Civilian Support Staff positions include two distinct functions, the Booking/Property Room and the Control Room.)

Booking/Property Room staff performs as a data entry booking clerk to facilitate data entry of related information required for completion of the booking and release process. Performs a variety of duties related to the inventory, security and disposition of inmate property. General record keeping and data entry functions as needed to maintain a well functioning booking area and property room.

Control Room staff are responsible for the security of the detention facility by constantly observing interior and exterior jail areas, controlling all electrical doors, and monitoring the activities of inmates and jail staff via CCTV, direct observation, video recording equipment, intercom, and radio. Facilitates communication of inmates and staff.

SUPERVISION RECEIVED

Works under the close to general supervision of the Corrections Corporal and Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs some or all of the following as assigned.)

Booking/Property Room Functions

Receives, reviews and ensures accurate completion of paperwork associated with incarceration.

Accesses files from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications Systems (NLETS), NCIC computerized Criminal Histories (CCH), Department of Motor Vehicles, Statewide Warrant System, and Bureau of Criminal Investigations (BCI) files.

Gathers information from inmates, legal documents, and other sources to create and maintain inmate files and records.

Performs data entry for inmate files, incident reports, accounting balances, court documentation and other documents as required.

Receives, documents, verifies, and stores inmate funds, including bail.

Facilitates the release process, updates computer records, assures payment of bonds, confirms receipt of all property and funds, and ensures inmate has no other charges pending.

Provides training to new clerks.

Reports disruptions in the booking area to the booking deputy or the booking Corporal.

Monitors radio transmissions.

Receives, screens, and directs booking telephone calls; responds to, or directs, questions from the public to the appropriate individual.

Maintains a working knowledge of jail policies and procedures.

Compiles criminal histories for all inmates taken to a housing unit.

Maintains physical security of computer terminal when logged on to the system.

Photographs incoming prisoners.

Arranges for or notarizes legal documents.

Runs daily reports, ensures all information is correct and all associated paperwork is attached.

Inventories and secures inmate property.

Tags soiled clothing items, sends and receives clothing from the laundry, checks inventory for accuracy then secures clothing in proper property locker.

Maintains proper records, logs entries relating to inventory and disposition of property and daily activities.

Ships, releases or disposes of property as per policy.

Answers written inmate requests relating to property issues.

Issues property to inmates as allowed by inmate property matrix.

Mails out inmate hobbies/crafts as per inmate request.

Deducts shipping costs from inmate money accounts.

Drafts and issues checks, per inmate request, after verifying inmate account balances. Ensures policy is followed as to designated payee.

Maintains property room in a neat, clean and orderly fashion.

Controls booking and/or property room keys as assigned.

Performs data entry and other related duties as required.

May perform the duties of a booking clerk when assigned.

Performs related duties as required.

Control Room Functions

Observes interior and exterior jail areas via CCTV via video recording equipment and direct observation.

Monitors the activities of inmates and jail staff via intercom, radio communications, CCTV, and direct observation.

Reports unusual or emergency situations to a Corrections Deputy.

Facilitates the movement of inmates and staff within the jail, including admittance, by controlling all electric doors under specified guidelines.

Communicates with inmates via intercom and radio for performance of their duties.

Maintains inmate records/reports related to specific performance of their duties.

Operates a computer terminal, CCTV equipment, a radio, and electrical equipment for opening and closing various doors in and around the facility.

Counts inmates as they move through the jail.

Watches inmates enter and exit areas located within view of the control room.

Maintains inmate I.D. cards in card file according to their location within the facility.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation for high school or GED.
 - B. Minimum age of 21 years at time of employment.
2. Required knowledge, skills, and abilities:
 - A. Ability to exercise initiative, independent judgement, and to act resourcefully under varying conditions; communicate effectively, verbally and in writing; establish and maintain effective working relationship with other employees, supervisors, and elected officials.
 - B. Ability to do data entry and keyboarding. Must be able to learn computer programs as needed.
 - C. Must pass the Peace Officer Selection Test.
3. Required Certificates and Licenses:
 - A. A valid Utah Driver's License
 - B. Pass a detailed background investigation.
 - C. Must meet the same background requirements as a deputy.
 - D. Must be able to pass extensive training requirements.
 - E. Selected clerks must pass the BCI Proficiency Test within the first six months in the position and every two years following employment.
 - F. Selected clerks will be required to pass the notary exam to become a departmental Notary Public.

Work Environment:

Performs work in a secure area of the Purgatory correctional Facility with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stopping, sitting, reaching, talking, hearing, seeing, and lifting. Occasionally may be required to lift, carry, push, and pull. May be required to move objects weighing up to 50 pounds. Uses tools or equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail. Must be able to distinguish between shades of color. Must be able to communicate via radio. Mental application utilizes memory for details,

verbal instructions, written rules, policies, and regulations, emotional stability and discriminating thinking. Work may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work may require the use of protective devices such as gloves, masks or goggles. Work exposes incumbent to a potentially hostile environment.